



AIR NATIONAL GUARD ADMINISTRATIVE ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ANGI 37-101, 31 July 1994, is supplemented as follows:

SUMMARY OF REVISIONS

Added the address to forward record copies of orders after cutoff and instructions for the shipment process.

3.2. See CA ANGR 50-1 for procedures involved in the Governor's approval for OCONUS TDY.

***19.1 (Added)** Record copies of orders will be cutoff at the end of each fiscal year, retained in the unit's inactive file for two years, then forwarded to HQ CA ANG/IM, 9800 Goethe Road, Sacramento, CA 95821-9101. Secure orders in file folders with two prong metal fasteners. Each folder will be labeled to identify contents and issuing organization.

23. This Headquarters, CA ANG/IM, will be included in the organizations' distribution as follows:

23.1 (Added). Two copies of orders pertaining to promotion, demotion, discharge, awards, and enlistment orders pertaining to officers and airmen.

24. Delegated authority to publish appointment to command orders for squadron, flight and detachment commanders is contained in AFI 51-604/CA ANG Sup 1.

30.7 CA ANG Optional Form 1820 may be used for cost analysis for special authorizations in lieu of a letter request.

36.1. Technician PCS orders will be prepared by the gaining Wing/Group upon approval from Human Resources Management Office at this Headquarters (CASP/HRO).

37. Requests for AGR tour orders or extensions will be prepared in letter format as shown in attachment 1, this supplement. Requests will be forwarded so as to arrive at this Headquarters no later than 30 days prior to the desired effective date and will be addressed as follows:

37.1. AGR Tours (excluding recruiter and career advisor tours): Mail request to OTAG CAHR/AGR, 9800 Goethe Road, P.O. Box 269101, Sacramento, CA 95826-9101.

37.2. (Added). Recruiter and Career Education Manager (CEM) Tours: Mail request to CA ANG/RS, 9800 Goethe Road, P.O. Box 269101, Sacramento, CA 95826-9101.

43. Refer to Atch 3, Responsibilities for Publication of Orders.

44. Refer to Atch 3, Responsibilities for Publication of Orders.

44.2. Delegated authority to publish promotion orders is contained in ANGI 36-2502/CA ANG Supplement 1.

44.3. Delegated authority to publish demotion orders is contained in ANGR 39-30/CA ANG Supplement 1.

ROBERT W. BARROW
Major General, CA ANG
Commander

2 Attachments

1. Request for AGR Orders
2. Responsibilities for Publication of Orders

DEPARTMENT OF THE AIR FORCE
Headquarters California Air National Guard
Sacramento California

DATE

MEMORANDUM FOR OTAG/CAHR-AGR
9800 Goethe Road
P.O. Box 269101
Sacramento, CA 95826-9101

FROM:

SUBJECT: Request for Orders, Full-Time Military Duty Assignment (AGR-Title 32USC502f)

1. Under the provisions of Title 32USC502f and ANGR 35-03, request orders be issued placing the following individual on full-time military duty (AGR) or Temporary for a period of _____ year(s), _____ month(s), _____ day(s). Tour of duty to start _____ and end _____.

a. Grade _____, Name _____, SSAN _____.

b. Home of Record _____, Zip Code _____.

c. Security Clearance _____.

d. Unit _____, PAS _____, Address _____
_____, Zip Code _____.

e. BAS _____, BAQ _____.

f. PAFSC _____, DAFSC _____, CAFSC _____.

g. On Flying Status [] Yes [] No, Aero Rating _____.

h. Active Duty Status Code _____, Training Code (if applicable) _____.

i. Local AFO _____.

j. Mil Posn _____, FAC _____, PCN _____,
PEC _____, Auth Mil Grade _____.

k. Tech Posn _____, FC _____, Job Number _____.

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Pay Grade _____, Max Auth Mil Grade _____.

1. Individual is qualified for the technician position to which being assigned.
- m. Individual will not outrank assigned supervisor.
- n. Individual has enough time remaining on current enlistment to complete this tour of duty.
ETS _____.
2. Member will/will not relocate and will/will not require authorization for transportation of dependents and shipment of household goods.
3. Member will/will not move household goods by privately owned or rental vehicle.

FOR THE COMMANDER

Chief, Military Personnel Flight

RESPONSIBILITIES FOR PUBLICATION OF ORDERS

1. Headquarters, California Air National Guard: Responsible for issuing required orders to affect the following actions pertaining to personnel and units assigned to this command.

1.1 Reorganization and realignment of units, including attachment, activation, inactivation, redistribution, relocation, etc.

1.2 Senior officer assignments, reassignments for wing/group commanders, overgrade and excess, separation, promotion, and reassignment of officers and airmen from one station, or command, to another within this State.

1.3 Retirement of an individual.

1.4 Promotions of all E-7, E-8 and E-9's.

1.5 Federal awards and decoration actions for the following reasons:

1.5.1. Awarding the Meritorious Service Medal based on retirement, separation, and posthumous awards.

1.5.2. Awarding of the Air Force Commendation Medal and Air Force Achievement Medal for HQ CA ANG personnel.

1.5.3. Awarding of the Air Force Commendation Medal for members whose wing/group commander is not at least in the grade of colonel.

1.5.4. Awarding of the Air Force Achievement Medal for members whose wing/group commander or his/her principal deputy is not at least in the grade of colonel.

1.6. State Awards and Decoration actions for the following reasons:

1.6.1. Awarding of the Medal of Valor, Military Cross, Order of California, and Medal of Merit.

1.6.2. Awarding of the California Commendation Medal and other state awards for Headquarters personnel.

1.6.3. Awarding of the Governor's Outstanding Unit Citation to organizations.

1.7. Assignment of personnel to full time support duty (AGR) under the provisions of Title 32USC502f and ANGR 35-03.

1.8. Affecting PCS of AGR personnel.

1.9. Appointment of Imprest Fund Cashier.

1.10. Administrative Discharge Boards.

1.11. Discharge actions for the following reasons:

- 1.11.1. To accept appointment as a Commissioned or Warrant Officer in any of the armed forces.
- 1.11.2. Failure to meet minimum military, technical, or academic training requirements imposed as a condition of enlistment.
- 1.11.3. Failure to report within 90 days from date of release from extended active Federal service.
- 1.11.4. Attainment of age 60 and/or assignment and transfer to the USAF Retired Reserve Section.
- 1.11.5. Disqualification for flying or officer training when member was enlisted specifically for such commissioning program.
- 1.11.6. Minority, dependency/hardship, medical disqualification, unsuitability, sole survivor, and conscientious objector.
- 1.11.7. Failure to qualify for security clearance.
- 1.11.8. Drug abuse.
- 1.11.9. Command actions, assumption of command, appointment of command, appointment of commanders and opening and closing of a headquarters for wing and group level.
- 1.11.10. For any other reason as may be specified and published by the Secretary of the Air Force or Chief, National Guard Bureau.
- 1.12. Appointment of the Headquarters, California Air National Guard Awards and Decorations Board.
2. Actions authorized to be taken on orders issued by Wings and Groups are, but not limited to:
 - 2.1. Promotion of airmen as authorized by ANGI 36-2502/CA ANG Supplement 1.
 - 2.2. Administrative demotion of airmen under the provisions of NGR(AF)39-30.
 - 2.3. Discharge of airmen, other than those indicated in paragraph 1.11, above. These actions will be taken by Wing/Group for assigned personnel.
 - 2.4. Awards and decorations, except those that must be awarded by higher headquarters in accordance with appropriate directives.
 - 2.5. Ordering personnel to active duty or other tours of less than 30 days under the provisions of 10USC672d. (Except recruiter/recruiter assistant tours, which will be published by this Headquarters, [Title 32]).
 - 2.6. Ordering personnel to active duty in support of the active force utilizing Military Personnel Appropriations (MPA) workdays allotted by the MAJCOM. Period of duty will be as directed by the MAJCOM for the mission.
 - 2.7. Ordering enlisted personnel onto Initial Active Duty and/or Technical Schools.

2.8. Wings and groups are delegated the authority to publish appointment orders for squadron, flight and detachment commanders as contained in AFI 51-604/CA ANG Sup 1.